

[? Help](#)

Job details

Job 1 of 1

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Shanda Wallace
 Probation Department
 9150 E. Imperial Highway
 Downey, CA 90242
 Phone: (562) 658-0305
 Fax: (562) 658-4757

Please fax documents to (562) 658-4757, **attention Shanda Wallace by Friday, July 13, 2012**. Please include your name, position title, and bulletin number on all faxed documents.

All materials submitted will be reviewed and only the most qualified candidates will be invited for an interview.

Successful candidates must complete a background review which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Timekeeping experience, including reviewing and recording CWTAPPS, TIMEI, and/or payroll documents or time records.
- Knowledge of the Los Angeles County Code, Payroll Manual, Interpretative Manual, Memorandums of Understanding (MOUs), County, and Departmental payroll policies and procedures.
- Ability to manage multiple priorities under strict deadlines.
- Ability to work independently and as a team player.
- Use discretion and sensitivity on confidential information.
- Excellent oral and written communication skills.
- Excellent customer service skills

- Excellent computer skills, including experience and knowledge of MS Word and Excel.

Duties

- Processes all critical documents in CWTAPPS, TIMEI, and eHR.
- Interprets and applies provisions from the Los Angeles County Code, Payroll Manual, Interpretative Manual, Memorandums of Understanding (MOUs), County, and Departmental payroll policies and procedures.
- Validates Daily and Weekly Time Cards and source documents for accuracy and completion and data entry into the CWTAPPS, TIMEI, and eHR.
- Resolves payroll problems and explaining payroll policies and procedures to employees and supervisors.
- Processes hard copies of timecards when necessary .
- Interacts both verbally and in writing with employees, supervisors, managers, public, and staff from other county departments.
- Processes employment verifications, direct deposits, W-4, and DE-4 tax forms.
- Analyzes various reports generated by eHR and CWTAPPS, and makes necessary corrections when required.
- Calculates an employee's monthly salary and leave benefits for employee's on a leave of absence, for employee's requesting emergency earned salary advances, and mileage reimbursements.
- Calculates unused leave benefits for employees who separate from county service.

Vacancy Information

This transfer opportunity is located in the Human Resources Division of the Probation Department Headquarters at 9150 E. Imperial Highway, Downey, California 90242.

***THIS IS NOT A CIVIL SERVICES EXAMINATION.**

Available Shift

Day

Contact Name

Shanda Wallace

Contact Phone

(562) 658-0305

Contact Email

Shanda.Wallace@probation.lacounty.gov

Job Field

Human Resources

Job Type

Administrative Support

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